

# Certification Manual

for

## Wisconsin Public Library Directors



Wisconsin Department of Public Instruction  
Elizabeth Burmaster, State Superintendent

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# Introduction

The Wisconsin Legislature has declared that it is the policy of the state to provide laws for the development and improvement of public libraries. Librarian certification has been part of Wisconsin law since 1921 when the legislature, at the urging of the Wisconsin Library Association, passed the first comprehensive state public librarian certification law. The concern was that the public libraries of the state be headed by qualified library personnel, assuring a high level of professional management and administration of Wisconsin's library resources, programs and services.

Wisconsin's public librarian certification law reflects a continuing interest in ensuring that qualified personnel direct Wisconsin's public libraries. The law requires a broad educational background, as well as coursework designed to focus on the issues and concerns relevant in a public library setting. The law also recognizes the need for public librarians to increase their skills and knowledge and be prepared for the challenges and responsibilities of library service in this information age by mandating continuing education.

This manual is intended to serve as a guide for public library directors and boards of trustees in meeting the requirements of Wisconsin's public librarian certification law. The guidelines and procedures outlined in the manual are effective as of the date of the corresponding changes in the *Wisconsin Administrative Code*, that is, November 1, 2004.

## Summary of changes effective November 2004:

- Temporary Grade II and III certification is available for up to four years for otherwise qualified individuals to complete the four library courses needed for regular Grade II and Grade III certification. The required courses include: public library administration, selection of library materials, organization of library materials, and provision of reference and information services. Applicants must complete the public library administration course by the end of the first year, at least one of the other courses by the end of the third year, and the remaining courses by the end of the fourth year.
- A public library administration course is required for both grades II and III certification. The Division for Libraries, Technology, and Community Learning is allowed discretion in determining equivalents for the educational requirements for certification and has determined that the basic library management course offered by UW-Madison, School of Library and Information Studies, Continuing Education Services, may be taken as an equivalent for the required public library administration course for grades II and III certification.

## Impact of November 1, 2004, changes on current certificates.

- Individuals with temporary or initial Grade III certification as of the effective date of the new rules, November 1, 2004, must comply with the rules in effect at the time they were granted those certificates, that is, they must complete a basic library management course within one year and the three additional library courses in the five years prior to their initial recertification.
- Individuals with temporary Grade II certification as of the effective date of the new rules, November 1, 2004, may have up to four years to complete the four library courses.





## Who Should Apply for Certification and When

Administrators of public library systems, county libraries, county library services, and municipal public libraries, except Milwaukee Public Library, must hold certification as described in this manual. An “administrator” of a library or system is, according to administrative rules, the head librarian or other person appointed by the board of the library or system to direct and administer the library or system. Often the terms “library administrator,” “library director,” and “head librarian” are used interchangeably.

Directors of public libraries and library systems must hold certification (s.43.09(1) and PI 6.03(2)). Having a properly certified library director also is one of the statutory membership requirements for belonging to a public library system (43.15(4)(c)(6)).

Directors must be appropriately certified or eligible for certification upon employment. The types of certification considered appropriate for new employment include regular certification and temporary certification as described in this manual. In order for a library to be in compliance with system membership requirements, directors eligible for regular certification must apply immediately upon employment if they are not already certified. Directors *must* apply within three months of employment to be eligible for temporary certification. **Temporary certification will not be issued to directors after they have served three months in their position.**

Certification is not required by law for library personnel other than directors. Assistant directors and others, such as department heads and reference librarians, are not considered library directors. The educational and library coursework requirements outlined in this manual and in the *Wisconsin Administrative Code* were designed for library directors, not for those with other positions in libraries. Though it is not required, persons other than library directors may apply for any grade level and type of certification for which they are eligible. Voluntary certification will be in accordance with the principles and procedures that apply to required certification as set forth in the *Wisconsin Statutes* and the *Wisconsin Administrative Code*, including the requirement that certification be maintained on a continuing basis. Individuals considering applying for voluntary certification are strongly encouraged to consult with the public library system continuing education validator for their area or the Division for Libraries, Technology, and Community Learning before submitting their application to the Division.

## How to Apply for Certification

The Division for Libraries, Technology, and Community Learning is responsible for approving and issuing public librarian certificates. To obtain a *Public Librarian Certification Application* form, copy the application form from Appendix D of this manual, download the form from the web at <http://www.dpi.state.wi.us/dltcl/pld/cert.html>, or contact us at 608/266-2413 or [peg.branson@dpi.state.wi.us](mailto:peg.branson@dpi.state.wi.us).

Send the completed application form and the applicable fee and supporting documents to the Department of Public Instruction, Attn: Debra Anklam, 125 South Webster Street, P.O. Box 7841, Madison, WI 53707-7841.

## Types of Certification Available

There are three types of certification currently available in Wisconsin: regular, temporary, and provisional. The following descriptions of the grade levels and educational requirements for public librarian certification are taken from the *Wisconsin Administrative Code*. See Appendix A for the complete text of the code. Permanent certificates issued under certification rules in effect prior to May 1, 1979, continue to be valid.

### *Regular Certification*

A regular certificate is issued for a five-year period. It may be renewed upon evidence which satisfies the Division for Libraries, Technology, and Community Learning that the holder has participated in continuing education in librarianship which is directly related to the position held or will permit advancement in the profession. A certificate is valid through the last day of the month in which it expires.

The requirement for certification renewal is participation in 100 contact hours of continuing education. Relevant municipal, joint municipal, and county populations are those reported by the U.S. Department of Commerce, Bureau of the Census, in the most recent federal decennial census.

**Grade I Certification.** Administrators of municipal, joint, and county public libraries with a municipal, joint municipal, or county population of 6,000 or more, and administrators of public library systems, are required to hold grade I certificates.

The educational requirements for initial grade I certification are a bachelor's degree from a college or university approved by an accrediting association of more than statewide standing and a master's degree from a library school program accredited by the American Library Association.

Individuals certified at grade I must participate in 100 contact hours of continuing education in the five-year period prior to recertification.

**Grade II Certification.** Administrators of municipal, joint, and county libraries with a municipal, joint municipal, or county population between 3,000 and 5,999 are required to hold at least grade II certificates.

The educational requirements for grade II certification are a bachelor's degree from a college or university approved by an accrediting association of more than statewide standing, including or supplemented by three semester credits of coursework or the equivalent, approved by the division, in each of the following areas (for a total of 12 credits):

- public library administration
- selection of all types of library materials
- organization of library materials
- provision of reference and information services

Individuals certified at grade II must participate in 100 contact hours of continuing education in the five-year period prior to recertification.

**Grade III Certification.** Administrators of municipal, joint, and county libraries with a municipal, joint municipal or county population under 3,000 are required to hold at least grade III certificates.

The educational requirements for grade III certification are 54 semester credits, half of which must be in the liberal arts and sciences, at a college or university approved by an accrediting association of more than statewide standing, including or supplemented by three semester credits of coursework or the equivalent, approved by the division, in each of the following areas (for a total of 12 credits):

- public library administration
- selection of all types of library materials
- organization of library materials
- provision of reference and information services

Individuals certified at grade III must participate in 100 contact hours of continuing education in the five-year period prior to recertification.

A quarter credit is 66% of a semester credit. Courses in the liberal arts and sciences include the study of the behavioral and social sciences, fine arts, humanities, natural sciences, and mathematics.

### Summary of regular certification requirements:

Municipal Population	Regular Certification Requirements			
	Grade Level	General Education Requirements	Library Education Requirements	Continuing Education Requirements
6,000 or more	Grade I	Bachelor's degree	Master's degree from American Library Association accredited program	100 hours in the five-year period prior to recertification
3,000 to 5,999	Grade II	Bachelor's degree	Four courses: <ul style="list-style-type: none"> <li>• Public Library Administration</li> <li>• Selection of Materials</li> <li>• Organization of Materials</li> <li>• Reference and Information Services</li> </ul>	100 hours in the five-year period prior to recertification
Fewer than 3,000	Grade III	54 semester credits, half of which shall be in the liberal arts and sciences	Four courses: <ul style="list-style-type: none"> <li>• Public Library Administration</li> <li>• Selection of Materials</li> <li>• Organization of Materials</li> <li>• Reference and Information Services</li> </ul>	100 hours in the five-year period prior to recertification  Exception: Those granted initial regular or temporary certification prior to November 1, 2004, must comply with the rules in effect at that time.

### *Temporary Certification*

The Division for Libraries, Technology, and Community Learning may grant temporary certification at the appropriate grade level to enable the following applicants to complete the

library education requirements. Temporary certificates are valid through the last day of the month in which they expire. Applicants must apply for temporary certification within **three months of employment as a library director** in order to be eligible for such certification. Temporary certificates **shall not be granted to allow applicants to complete the general education requirements** for the applicable grade level.

**Temporary Grade I Certification.** An applicant for grade I certification who has a bachelor's degree but has not completed a master's degree or the equivalent approved by the division. The applicant shall provide the division a written schedule for completing this requirement. The proposed schedule requires approval by the division. The certificate is valid for up to one year and is not renewable.

**Temporary Grade II Certification.** An applicant for grade II certification who has a bachelor's degree but has not earned three semester credits of coursework or the equivalent, approved by the division, in each of the following areas:

- public library administration
- selection of all types of library materials
- organization of library materials
- provision of reference and information services

The applicant shall provide the division a written schedule for completing this requirement, outlining the courses that will be taken and the order in which they will be taken. The proposed schedule requires approval by the division. The certificate may be renewed on an annual basis up to 3 times for a total coverage not exceeding a period of 4 years, provided the applicant has completed a public library administration course by the end of the first year, at least one of the other courses by the end of the third year, and the remaining courses by the end of the fourth year. The certificate is not renewable a fourth time.

**Temporary Grade III Certification.** An applicant for grade III certification who has 54 semester credits but has not earned three semester credits of coursework or the equivalent, approved by the division, in each of the following areas:

- public library administration
- selection of all types of library materials
- organization of library materials
- provision of reference and information services

The applicant shall provide the division a written schedule for completing this requirement, outlining the courses that will be taken and the order in which they will be taken. The proposed schedule requires approval by the division. The certificate may be renewed on an annual basis up to 3 times for a total coverage not exceeding a period of 4 years, provided the applicant has completed a public library administration course by the end of the first year, at least one of the other courses by the end of the third year, and the remaining courses by the end of the fourth year. The certificate is not renewable after four years.

**Previous Certification.** An applicant for certification who was previously certified and whose certification has been expired for at least one year and who has not served as the administrator of a public library or public library system in Wisconsin during that period. The applicant must meet the basic requirements for initial regular certification at the appropriate grade level. An applicant

who receives a temporary certificate under these conditions shall complete at least 20 contact hours of continuing education during the temporary certification period. The certificate is valid for up to one year and is not renewable. The applicant will be eligible for regular certification upon completion of the 20 contact hours of continuing education.

### Summary of Temporary Certification Requirements

Grade Level	Required Library Courses	Required Timeframe
<b>Grade I</b> minimum education requirement is a bachelor's degree	Master's degree in library science from ALA accredited library school	No specified courses or sequence for courses. The master's degree in library science must be completed within one year.
<b>Grade II</b> minimum education requirement is a bachelor's degree	3 semester credits of coursework or the equivalent, approved by the division, in each of the following areas: <ul style="list-style-type: none"> <li>• Public Library Administration</li> <li>• Selection of Materials</li> <li>• Organization of Library Materials</li> <li>• Reference and Information Services</li> </ul>	The four courses must be completed within four years.  The Public Library Administration course must be completed by the end of the first year and at least one of the other courses must be completed by the end of the third year.
<b>Grade III</b> minimum education requirement is 54 semester credits	3 semester credits of coursework or the equivalent, approved by the division, in each of the following areas: <ul style="list-style-type: none"> <li>• Public Library Administration</li> <li>• Selection of Materials</li> <li>• Organization of Library Materials</li> <li>• Reference and Information Services</li> </ul>	The four courses must be completed within four years.  The Public Library Administration course must be completed by the end of the first year and at least one of the other courses must be completed by the end of the third year.

### *Provisional Certification*

The Division for Libraries, Technology, and Community Learning may grant provisional certification at the appropriate grade level for a five-year period, and renewal every five years thereafter, to the following applicants, provided they continue to work at the same library and comply with continuing education requirements for recertification. Certificates are valid through the last day of the month in which they expire.

- a. An applicant who is employed as the administrator for a public library in which he or she was originally certified at the appropriate grade level but is no longer properly certified due to the population growth of the jurisdiction in which the public library is located. Administrators of public libraries affected by a population increase will be notified by the division when the new federal decennial census figures are available, and the upgrade will be effective at that time.
- b. An applicant who was already employed as the administrator for the public library in which he or she is currently employed at the time the library became a member or part of a public library system or a joint public library, or who was employed as the administrator for the public library in which she or he is currently employed for at least two years as of July 1, 1990.

## **Educational Equivalencies**

In several sections of the *Wisconsin Administrative Code*, the Division for Libraries, Technology, and Community Learning is allowed discretion in determining equivalents for educational requirements. In general, judgment as to equivalencies will be handled on a case-by-case basis. The Council on Library and Network Development will be consulted as deemed necessary. The following guidelines will be used:

- a. Applicants with master's degrees from unaccredited library school programs and two years of successful library experience after graduation may be granted grade I certification at the discretion of the division.
- b. The following courses offered by the University of Wisconsin–Madison, School of Library and Information Studies, Continuing Education Services, although not offered for academic credit, are considered equivalent to comparable credit courses. They are currently offered as correspondence courses, online courses, and one-week summer courses.
  - Public Library Administration / Basic Public Library Management
  - Collection Development / Collection Management
  - Basic Reference
  - Organization of Information
- c. Colleges, universities, and other agencies wishing to have noncredit courses considered as equivalents to credit courses should submit course outlines and information for consideration to the Division for Libraries, Technology, and Community Learning. Courses should allow for discussion of topics and materials that are relevant in a public library setting. While the courses may focus on school library media programs, for example, students must have an opportunity to explore issues as they relate to public library services. In particular, library administration courses must include specific content related to the philosophy, governance, organization, and management of a public library.

## **Certification Renewal**

### *Certification Renewal Requirements*

Regular and provisional certificates are issued for five-year periods. They are valid through the last day of the month in which they expire. They may be renewed upon evidence which satisfies the Division for Libraries, Technology, and Community Learning that the holder has participated in continuing education in librarianship which is either directly related to the position held or will permit advancement in the profession, and, in the case of provisional certificates, provided the applicant continues to work in the same library.

Requirements for certification renewal are based upon the accumulation of continuing education contact hours. Individuals holding regular and provisional certification at any grade level must accumulate 100 contact hours of continuing education in the five-year period prior to recertification. Contact hours may be granted for continuing education activities outside the fields of information, library, and media education (for example, management courses at a business

school) if they are relevant to the present position or to career advancement in the library profession.

A contact hour is 60 minutes of continuous participation in a learning activity. A learning activity must be a minimum of one contact hour. For continuing programs, when individual segments are less than 60 minutes, the sum of the segments may be considered one total program (e.g., four 30-minute presentations would equal 120 minutes and be counted as two contact hours). After the initial minimum of one contact hour is met, credit is granted for contact hours for programs involving fractions of an hour by rounding up to the next quarter hour. For example, a program lasting 1 hour and 50 minutes should be rounded to 2 hours.

To determine the number of contact hours for individual continuing education activities, consult the continuing education chart on page ten. Continuing education contact hours must be earned during the five-year period immediately preceding the renewal of the certificate. At least 70 hours must be earned in categories A and B, and no more than 30 may be earned in category C.

### *Certification Renewal Process*

**Individuals.** Individual certificate holders are responsible for keeping records of continuing education activities on individual *Continuing Education Activity Report* forms, submitting copies of the *Continuing Education Activity Report* forms and *Annual Summation of Continuing Education Activities* forms to public library system validators, and applying for recertification to the Division for Libraries, Technology, and Community Learning. (See the appendices of this manual for the certification forms referred to.)

Individuals are expected to submit the *Continuing Education Activity Report* forms and *Annual Summation of Continuing Education Activities* forms **on an annual basis** to the public library system validators.

**Public Library System Continuing Education Validators.** Public library systems designate continuing education validators. Validators review and accept or reject the *Continuing Education Activity* forms and *Annual Summation* forms of continuing education participants. Validators may, because of conflict of interest, defer validation to the division. Validators keep copies of *Annual Summation* forms for their files and return the originals to the certificate holders.

**Division for Libraries, Technology, and Community Learning.** The Division for Libraries, Technology, and Community Learning approves applications and issues individual public librarian certificates.

### *Continuing Education Activities for Recertification*

Learning takes place in a variety of situations and circumstances, and librarians have many opportunities for formal and informal involvement in learning activities throughout their professional careers. **For the purposes of public librarian recertification, however, only those learning activities that are planned, coordinated, administered, and evaluated in terms of learning objectives qualify for recertification.**

Continuing library education for Wisconsin public librarian certification renewal is interpreted as education of the individual beyond the initial certification requirements. Continuing library education is required to

- keep librarians abreast of new knowledge and developments within their field,
- update their basic library-oriented education,
- enhance their job competence, or
- lead to specialization in a new area of librarianship.

Continuing education opportunities include both formal and informal learning situations and need not be limited to library subjects or the offerings of library education programs but must be related to the present position or to career advancement in the library profession.

Continuing library education must have all of the following:

- learning objectives
- activities that are used to meet the objectives
- a process for evaluation to determine whether the learning objectives were met
- an instructor or learning consultant

**Continuing Education Categories.** Eligible continuing education activities are grouped into three categories as follows. Activities in these categories may be offered onsite or in a variety of other ways, such as via the Internet (online), satellite, and correspondence. *At least 70 of the 100 contact hours required for recertification must be earned in categories A and B. No more than 30 of the 100 contact hours required for recertification can be earned in category C.*

**Category A: Credit Continuing Education Activities.** This category includes all continuing education courses for which academic credit is awarded by a college or university approved by an accrediting association of more than statewide standing. In addition, courses determined by the division to be equivalent to courses offered for academic credit should be included in this category. These include the on site, online, and correspondence courses offered by the University of Wisconsin–Madison, School of Library and Information Studies, Continuing Education Services and listed on page 6 of this manual.

Contact hours earned in Category A must be submitted with formal documentation from the sponsoring agency.

**Category B: Noncredit Continuing Education Activities.** This category includes activities for which no academic credit is awarded but which are **preplanned continuing education activities on specific topics offered by agencies, organizations and professional associations, and are planned, coordinated, administered, and evaluated in terms of learning objectives.**



Participants in activities in Category B must document their participation by submitting a *Continuing Education Activity Report* form that includes provider, title and description of program, date(s), location, and number of contact hours. Category B includes activities such as

- workshops, seminars, institutes, lectures
- state or national library association programs

**Category C: Self-Directed Continuing Education Activities.** This category includes self-directed continuing education activities for which no academic credit or equivalencies are awarded and which are not preplanned continuing education activities on specific topics offered by agencies, organizations and professional associations. The learning activities, however, must be planned, coordinated, administered, and evaluated in terms of learning objectives.

Determination of the number of contact hours to be awarded for activities in this category will be made by the participant's validator, based on actual hours of continuing education activities, but **not to exceed 10 contact hours awarded per learning activity (each bulleted item signifies a single learning activity)**. Certification participants are advised to consult with the certification validator prior to participation in a self-directed learning activity, particularly if they aren't sure whether an activity qualifies. Participants in activities in Category C must document their participation by submitting a *Continuing Education Activity Report* form Among the learning activities that **may** qualify if they meet the above conditions are

- Reviews of books in the field of library science or related to librarianship authored and published in the library/media-related field and read primarily by those in the profession.
- Review of books not in the field of library science and not related to librarianship (e.g., fiction books for youth or adults) authored and published in the library/media-related field and read primarily by those in the profession (limited to one such review per five-year recertification period).
- Instruction (courses, workshops, seminars, presentations, poster sessions, conferences, programs) given to information, library, or media-related groups.
- Participation in professional library association activities of a significant nature, such as serving as chair or member of a major committee or as an officer in the association (e.g., serving on the WLA literary awards committee or as president)
- Listening to and/or viewing an audiotape or videotape of a workshop presentation or conference program. (If this is done as part of a group situation sponsored by an agency or organization and with organized discussion, it may qualify under category B above.)
- Exchange-of-position programs (learning in another library for a specified period).
- Internships for which no academic credit is awarded.
- Consultation or one-on-one instruction received.
- Publications (a book or a chapter thereof, a paper, or an article) authored and published in the library/media-related field and read primarily by those in the profession.

**Learning Activities Not Eligible as Continuing Education Activities.** Learning activities for which no academic credit is given, which are not planned, coordinated, administered, and evaluated in terms of learning objectives, and which are not designed to keep librarians abreast of new knowledge and developments within their field, update their basic library-oriented education, enhance their job competence, or lead to specialization in a new area of librarianship do not qualify as continuing education activities for purposes of public librarian recertification. Among the activities **not likely** to meet those criteria are the following:

- Business, committee, planning, and advisory meetings at the local library, system or state level.
- Training on regular library operations or procedures
- Program planning meetings.
- Regular staff meetings.
- Orientation of new staff.
- Preparation of internal manuals and guides or other internal documents.
- Professional association activities which are routine in nature (e.g., serving on the WLA elections committee).
- Published reviews of books not in the field of library science and not related to librarianship (e.g., fiction books for youth or adults), after the first time an applicant has written such a review.
- Reading professional journals.

## Contact Hours for Continuing Education Activities:

Category	Type of Activity	Unit of Measure	Contact Hours
<b>A</b>  <i>(at least 70 contact hours must be earned in categories A and B)</i>	<b>Credit Continuing Education Activities</b> <i>(require formal documentation from sponsoring agency)</i>		
	Academic Courses		
	Semester Credit	1 credit	15
	Trimester Credit	1 credit	14
	Quarter Credit	1 credit	10
	Approved Credit Equivalency Courses (see page 6)	60 minutes	1
<b>B</b>  <i>(at least 70 contact hours must be earned in categories A and B)</i>	<b>Noncredit Continuing Education Activities</b> <i>(require written summaries)</i>		
	Workshops, Seminars, Institutes, Lecture Series	60 minutes	1
	State or National Library Association Conferences	1 day	6
		½ day	3
	Semester Audit	1 credit equivalent	15
	Trimester Audit	1 credit equivalent	14
	Quarter Audit	1 credit equivalent	10
<b>C</b>  <i>(no more than 30 contact hours, not to exceed 10 per learning activity, from category C can be applied to recertification requirements)</i>	<b>Self-Directed Continuing Education Activities</b>		
	Other Learning Experiences <i>(see explanatory notes above)</i>	60 minutes	1

## Certification and Compliance with System Membership Requirements

Having a properly certified library director is one of the statutory membership requirements for belonging to a public library system (s. 43.15(4)(c)(6)). Annually, each public library files with the Division for Libraries, Technology, and Community Learning, its public library system, and its governing body a completed *Public Library Annual Report* (DPI form PI-2401). This report includes within it a listing of membership requirements and will request that compliance with the requirements be certified. The *Public Library System Annual Report* requires systems to certify public library member compliance with membership requirements. Certification of member county compliance is also required from the system. In addition, public librarian certification records are maintained by the Division for Libraries, Technology, and Community Learning and

notices of noncompliance are sent out to library directors and board members throughout the year as certificates of directors expire.

In order for counties and public libraries to participate in, and receive the benefits of, the public library system state aid program, they must meet the membership requirements of s. 43.15(4). It is primarily the responsibility of the system to monitor membership and enforce compliance with statutory membership requirements. Systems, as well as librarians, are notified of necessary certification or recertification. If at any time a library does not have a certified library director, it is a noncomplying library, but it will be shown consideration if it is actively involved in the recruitment process for a director. A noncomplying library is not eligible to apply for or receive federal Library Services and Technology Act (LSTA) funds.

In cases where member libraries or counties are not in compliance, public library systems must file a plan with the Division for Libraries, Technology, and Community Learning for correcting the noncompliance problem and notify each noncomplying library or county of the steps which will need to be taken to bring the library into compliance, along with a timetable for their implementation. System boards may withhold grant payments, reduce or eliminate system services, or expel noncomplying libraries or counties from the system. Before any formal system board action is taken, the library system must receive approval for the action from the Division for Libraries, Technology, and Community Learning.

## **Certification Appeals**

Applicants to the Division for Libraries, Technology, and Community Learning for public librarian certification or certification renewal who are denied certification or recertification at the requested grade level may appeal the division's decision by filing a written request for a hearing with the Department of Public Instruction under the authority of ss. 227.01(3)(a) and 227.42, *Wis. Stats.*

System validators may seek the division's opinion for an interpretation of the certification manual regarding the validity of specific learning activities. Applicants for certification renewal may also request assistance from the division's continuing education consultant if questions arise over the validity of specific learning activities.

## Appendix A

### Chapter PI 6 PUBLIC LIBRARIES

Unofficial Text of Wisconsin Administrative Code  
(See printed volume for official text)

#### Subchapter I — General Provisions

**PI 6.01 Purpose.** This chapter sets forth requirements and grades of certification an individual must hold in order to be an administrator of a municipal, joint and county public library. In addition, this chapter sets requirements for public library systems and determines reimbursement rates for the costs of providing interlibrary borrowing services.

**History:** Cr. Register, September, 1992, No. 441, eff. 10-1-92.

**PI 6.02 Definitions.** In this chapter:

(1) “Division” has the meaning given under s. 43.01 (2), Stats.

(2) “Public library system” has the meaning given under s. 43.01 (5), Stats.

**History:** Cr. Register, October, 1990, No. 418, eff. 11-1-90; renum. from PI 6.01, Register, September, 1992, No. 441, eff. 10-1-92.

#### Subchapter II — Public Librarian Certification

**PI 6.03 Public librarian certification. (1) DEFINITIONS.** In this section:

(a) “Administrator” means the head librarian or other person appointed by a library board under s. 43.58 (4), Stats., or by a library system board under s. 43.17 (4), Stats., to direct and administer the library or system.

(am) “Contact hour” means 60 minutes of continuous participation in a learning activity.

(b) “County library” means a library created under s. 43.57, Stats.

(c) “Joint library” means a library created under s. 43.53, Stats.

(d) “Municipal library” means a library created under s. 43.52, Stats.

(e) “Population” means the population reported by the U.S. department of commerce, bureau of the census in the last federal decennial census.

(2) **GENERAL.** Administrators employed by a public library system, county library system or any municipal public library, except a library in a city of the first class, supported in whole or in part by public funds, shall hold certification as described in this section. Applications for librarian certificates under this section shall be made in writing to the division. Certificates are effective on the date of approval by the department through the last day of the expiration month indicated on the certificate.

(3) **REGULAR CERTIFICATION.** The following requirements and grades of certification are established:

(a) *Grade I.* 1. Administrators of municipal, joint and county public libraries with a municipal, joint municipal or county population of 6,000 or more and administrators of public library systems shall hold grade I certification.

2. Grade I certificates under this paragraph shall be granted for a 5-year period to applicants holding both a bachelor’s degree from a college or university approved by an accrediting association of more than statewide standing and a master’s degree from a library school program accredited by the American library association.

3. Grade I certificates under this paragraph may be granted to an applicant holding a master’s degree from an unaccredited library school program if the division is satisfied that the program leading to that degree is substantially equivalent and the applicant’s professional experience is demonstrative of the ability to provide professional library services.

(b) *Grade II.* 1. Administrators of municipal, joint and county public libraries with a municipal, joint municipal or county public library population of between 3,000 and 5,999 persons shall hold at least grade II certification.

2. Grade II certificates under this paragraph shall be granted for a 5-year period to applicants holding a bachelor’s degree from a college or university approved by an accrediting association of more than statewide standing, including or supplemented by earning 3 semester credits of coursework or the equivalent, approved by the division, in each of the following areas:

- a. Public library administration.
- b. Selection of all types of library materials.
- c. Organization of library materials.
- d. Provision of reference and information services.

(c) *Grade III.* 1. Administrators of municipal, joint and county public libraries with a municipal, joint municipal or county public library population under 3,000 persons shall hold at least grade III certification.

2. Grade III certificates under this paragraph shall be granted for a 5-year period to applicants having earned 54 semester credits, half of which shall be in the liberal arts and sciences, at a college or university approved by an accrediting association of more than statewide standing, including or supplemented by earning 3 semester credits of coursework or the equivalent, approved by the division, in each of the following areas:

- a. Public library administration.
- b. Selection of all types of library materials.
- c. Organization of library materials.
- d. Provision of reference and information services.

(4) **PERMANENT CERTIFICATES ISSUED PRIOR TO MAY 1, 1979.** Permanent certificates issued under certification rules in effect prior to May 1, 1979, shall continue to be valid.

(5) **CERTIFICATION RENEWAL.** (a) Certificates under sub. (3) may be renewed upon evidence which satisfies the division that in the 5 year period prior to recertification the holder has participated in 100 contact hours of continuing education in librarianship which is either directly related to the position held or will permit advancement in the profession

(b) The public library system to which the library belongs or the division, when a public library does not belong to a public library system, shall assist in determination of requirements for continuing education and validate records submitted evidencing a renewal applicant’s participation in continuing education under this subsection.

(6) **TEMPORARY CERTIFICATION.** The division may grant temporary certification at the appropriate grade levels. An applicant shall apply for temporary certification within 3 months of

employment in order to be eligible for such certification. Temporary certification for a one-year time period may be issued as follows:

(a) 1. To an applicant for grade I certification who meets the requirements under sub. (3) (a) 2. but who has not completed a master's degree.

2. The applicant shall provide the division a written schedule for completing the requirements under subd. 1.

3. The division shall approve the proposed schedule before the certificate may be granted under this paragraph.

4. The certificate under this paragraph is applicable for up to one year and is not renewable.

(b) 1. To an applicant for grade II certification who meets the requirements under sub. (3) (b) 2. but who has not earned 3 semester credits of coursework or the equivalent, approved by the division, in each of the following areas:

- a. Public library administration.
- b. Selection of all types of library materials.
- c. Organization of library materials.
- d. Provision of reference and information services.

2. The applicant shall provide the division a written schedule for completing the requirements under subd. 1.

3. The division shall approve the proposed schedule before the certificate may be granted under this paragraph.

4. The certificate under this paragraph may be renewed on an annual basis up to 3 times, for a total coverage not exceeding a period of 4 years, provided the applicant has completed the public library administration course by the end of the first year, at least one of the other courses specified under subd. 1. by the end of the third year, and the remaining courses specified under subd. 1. by the end of the fourth year. The certificate is not renewable a fourth time.

(c) 1. To an applicant for grade III certification who meets the requirements under sub. (3) (c) 2., but who has not earned 3 semester credits of coursework or the equivalent, approved by the division, in each of the following areas:

- a. Public library administration.
- b. Selection of all types of library materials.
- c. Organization of library materials.
- d. Provision of reference and information services.

2. The applicant shall provide the division a written schedule for completing the requirements under subd. 1.

3. The division shall approve the proposed schedule before the certificate may be granted under this paragraph.

4. The certificate under this paragraph may be renewed on an annual basis up to 3 times, for a total coverage not exceeding a period of 4 years, provided the applicant has completed the public

library administration course by the end of the first year, at least one of the other courses specified under subd. 1. by the end of the third year, and the remaining courses specified under subd. 1. by the end of the fourth year. The certificate is not renewable a fourth time.

(d) 1. To an applicant for certification who was previously certified and whose certification has been expired for at least one year and who has not served as the administrator of a public library or public library system in Wisconsin during that period.

2. The applicant shall meet the basic requirements for initial certification under sub. (3) at the appropriate grade level.

3. An applicant who receives a temporary certificate under this paragraph shall complete at least 20 contact hours of continuing education under sub. (5) during the temporary certification period.

4. The certificate under this paragraph is applicable for up to one year and is not renewable.

5. The applicant will be eligible for certification under sub. (3) upon completion of the 20 contact hours of continuing education as described under sub. (5).

**(7) PROVISIONAL CERTIFICATION.** The division may grant provisional certification at the appropriate grade level for a 5-year period to the following applicants provided they continue to work at the same library and comply with sub. (5):

(a) An applicant who was employed as the administrator for a public library in which he or she was originally certified at the appropriate grade level but is no longer properly certified due to the population growth of the jurisdiction in which the public library he or she is employed at is located.

**Note:** Administrators of public libraries affected by a population increase will be notified by the division when the new population figures are available and certification at the appropriate grade level will be effective at that time.

(b) An applicant who was employed as the administrator for the public library in which he or she is currently employed at the time the library became a member or part of the public library system or a joint public library.

**History:** Emerg. cr. eff. 1-26-72; r. emerg. rule and cr. Register, April, 1972, No. 196, eff. 5-1-72; am. (2), Register, August, 1973, No. 212, eff. 9-1-73; r. and recr., Register, April, 1979, No. 280, eff. 5-1-79; r. (1) (b), cr. (1) (b) to (d), am. (3) (a) to (d) and (5), r. and recr. (6), Register, October, 1990, No. 418, eff. 11-1-90; cr. (1) (e) and (7), am. (3) (a) to (d), (4), (5) (intro.), (b), (d) and (6) (b), r. and recr. (6) (a), Register, January, 1994, No. 457, eff. 2-1-94; am. (2), (4), (5) (intro.), (a) and (b), r. (3) (a) 1., (b) 1., (c) 1., (d) and (5) (c) to (e), renum. (3) (a) 2. to 4. to be (3) (a) 1. to 3. and am., renum. (3) (b) 2. and 3. to be (3) (b) 1. and 2. and am., renum. (3) (c) 2. to be (3) (c) 1. and am., renum. (5) (f) to be (5) (c), r. and recr. (6) and (7), Register, May, 2000, No. 533, eff. 6-1-00; **CR 04-027: cr. (1) (am), am. (2), (3) (c) 2., (4), (5) (intro.), (a) and (b), (6) (intro.), (b) 4., (c) 1. and 4., renum. (5) (c) to be (5) (b) Register October 2004 No. 586, eff. 11-1-04; corrections in (6) (d) 3. and 5. made under s. 13.93 (2m) (b) 7., Stats., Register October 2004 No. 586.**

## *Appendix B*

### Historical Highlights of Wisconsin Public Librarian Certification

1921

With the active support of the Wisconsin Library Association, the Wisconsin legislature passes the first public librarian certification law in the nation.

1923

The new certification law goes into effect. It is administered by an independent State Library Certification Board.

1965

The Wisconsin Library Commission becomes a part of the Department of Instruction. Public librarian certification becomes a responsibility of the new Division for Library Services, with the assistance of an advisory council.

1979

All new public librarian certificates are granted for a five-year period. Recertification requires continuing education. All certificates issued before 1979 are considered permanent certificates.

1980

The *Wisconsin Recertification Manual for Public Librarians* is published. It provides guidelines for acceptable continuing education activities based on the recommendations of a committee.

The Council on Library and Network Development is established, with the responsibility to advise the State Superintendent of Public Instruction on public librarian certification.

1982

Administrators of public libraries located in communities with a population of less than 2000 are required to hold a Grade IV certificate.

1986

Employment of a properly certified administrator becomes a requirement for a public library to participate in a public library system.

1995

Grade IV certificates are eliminated. Administrators of public libraries located in communities with a population of less than 3000 are required to hold a Grade III certificate.

2000

A distinction is established between provisional and temporary certification, and provisional certificates become renewable every 5 years instead of annually. The required number of contact hours for continuing education is made the same for all grade levels. Library directors eligible for temporary certification must apply within three months of employment.

2004

Temporary Grade II and Grade III certification is available for up to four years for individuals to complete the four library courses required for regular Grade II and Grade III certification.





## *Appendix C*

### **Library Board Responsibilities and Certification**

Public library boards are required to hire administrators who are currently either appropriately certified or eligible for certification. An “administrator” of a library or system is, according to administrative rules, the head librarian or other person appointed by the board of the library or system to direct and administer the library or system. Often the terms “library administrator,” “library director,” and “head librarian” are used interchangeably.

Library boards recruiting for directors should specify as a required qualification eligibility for a Wisconsin regular or temporary public librarian certificate appropriate to the library’s municipal, joint municipal, or county population. The employment contract and/or letter of appointment should specify that as a condition of employment the director employed will obtain and maintain the appropriate certification.

A regular certificate signifies that the holder meets all of the general education and library education requirements for the grade level. A temporary certificate signifies that the holder meets all of the general education requirements, but not all of the library education requirements for the grade level. Temporary certificates are valid for only a limited time period before they must be replaced with regular certificates. An uncertified new library director must apply for a temporary certificate within three months of the date of hire.

It is not the intent of the certification law that the various grade levels of certification be used by individual library boards either as conditions of employment for positions other than the library director or as requirements for advancement within an organization.

The Division for Libraries, Technology, and Community Learning recommends that libraries budget sufficient annual funds for the continuing education needed to maintain the library director’s certification and improve his/her knowledge. Not only is payment of certification fees recommended, but also paid leave time and payment for other expenses to pursue needed continuing education.



## *Appendix D*

### Guidelines for Content / Topics for Library Courses Required for Certification

#### Public Library Administration / Basic Public Library Management Topics

##### **Governance and Structure / Legalities**

role of public libraries in political process  
(working with elected and other officials)  
roles and responsibilities of library director, staff  
and trustees  
larger units of service, such as systems and  
networks  
federal role

##### **Professional Philosophy**

role and mission of public libraries  
historical perspective of libraries and library  
profession  
values and ethics of the library profession  
(Intellectual Freedom)

##### **Financial Management**

develop, present, and implement budget  
resource allocation  
financial procedures and reports and record  
keeping  
role of board in budgeting  
fundraising/grant writing/foundations

##### **Personnel Management**

policies  
leadership  
recruit, select and train new staff  
performance reviews/supervision  
volunteers  
federal employment laws

##### **Facilities Management**

policies  
relationship with municipalities  
space planning

safety/OSHA

maintenance, repairs, capital improvements  
building codes / ADA

##### **Planning and Evaluation**

policy development  
analyze community information needs  
planning and evaluation documents  
technology  
standards

##### **Organization of Library Services**

customer service  
service to various populations (youth, elderly,  
diverse population, outreach, etc.)  
use of technology in libraries/current technology  
programming  
organization of library materials  
selection of materials  
reference and information services  
processing and repair of materials  
interlibrary loan  
delivery of materials  
shared systems

##### **Advocacy / Marketing / Cooperation / Networking**

purpose and groups (decision makers,  
community institutions, state and federal)  
develop and implement a marketing plan  
relationships with library-related and other  
organizations

### *Selection of Materials Topics*

history and philosophy  
planning, policies, procedures  
intellectual freedom; censorship; materials challenges  
collection assessment  
budgeting  
standards  
collection development for various formats (print, electronic, etc.) tools  
gifts  
preservation, storage, weeding  
circulation of the collection  
reader's advisory  
relationship to resource sharing arrangements  
children's/YA literature  
materials for special populations (special needs, ESL, etc.)

### *Organization of Materials Topics*

history and philosophy  
methods of organization  
role of technology and networking (shared environment)  
managing an automated catalog  
MARC format  
cataloging  
classification schemes  
cataloging electronic resources  
processing and repair

### *Reference and Information Services Topics*

history and philosophy  
planning, policies, procedures  
customer service  
community needs assessment  
legal issues  
ethical issues  
Internet resources  
evaluating resources  
training others to use resources  
reference interview  
collection development (print and electronic) for reference services  
cooperative services/networking arrangements  
virtual reference



Wisconsin Department of Public Instruction  
**PUBLIC LIBRARIAN CERTIFICATION APPLICATION**  
PI-2450 (Rev. 8-04)

**INSTRUCTIONS:** Complete this form, enclose the necessary attachments, and submit to:

**WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION**  
**ATTN: DEBRA ANKLAM**  
**125 SOUTH WEBSTER STREET**  
**P.O. BOX 7841**  
**MADISON, WI 53707-7841**

I. GENERAL			
Name Last		First	Middle
Other Last Name(s) previously used			Have you ever applied before for WI public librarian certification? <input type="checkbox"/> Yes <input type="checkbox"/> No
Mailing Address <input type="checkbox"/> Use the public library address	<input type="checkbox"/> Use the following address instead:		Social Security No.*
Email Address		Telephone Area/No.	
Current Position <input type="checkbox"/> Director <input type="checkbox"/> Other <i>Specify</i>	If New Director, Date Hired Mo./Day/Yr.	Library Where Currently Employed	Public Library System
II. TYPE OF CERTIFICATION REQUESTED			
Grade Level Requested <i>Check One</i> <input type="checkbox"/> Grade I <input type="checkbox"/> Grade II <input type="checkbox"/> Grade III		Type of Certification <i>Check One</i> <input type="checkbox"/> First Regular <input type="checkbox"/> First Temporary <input type="checkbox"/> Renewal <i>Show expiration date of current certification:</i>	
Type of Certification <i>Check One</i> <input type="checkbox"/> Regular <input type="checkbox"/> Temporary <input type="checkbox"/> Provisional			
III. ENCLOSURES			
<i>It is not necessary to resubmit documents already sent.</i>			
<b>First Regular Certification</b> <i>General Education Requirements</i> Official documentation of: <i>Check One</i> <input type="checkbox"/> master's (or higher degree) in library science <input type="checkbox"/> master's or higher degree in other field <input type="checkbox"/> bachelor's degree <input type="checkbox"/> at least 54 semester credits <i>Library Course Requirements</i> (except for applicants with master's degree in library science) <input type="checkbox"/> Official documentation of any library courses already completed		<b>First Temporary Certification</b> <i>General Education Requirements</i> Official documentation of: <i>Check One</i> <input type="checkbox"/> bachelor's or higher degree <input type="checkbox"/> at least 54 semester credits <i>Library Course Requirements</i> <input type="checkbox"/> Official documentation of any library courses already completed <input type="checkbox"/> Schedule for completion of certification course requirements ( <i>Must be Checked</i> )	
<b>Renewal of Regular or Provisional Certification</b> <input type="checkbox"/> Validated Annual Summations of Continuing Education Activities (Form PI-2454) <input type="checkbox"/> Official documentation of any required library courses completed since last certification ( <i>Applicants granted a temporary or regular Grade Three certificate before October 2004 could use the first five years of regular certification to complete the courses.</i> )		<b>Renewal of Temporary Certification</b> <input type="checkbox"/> Official documentation of library courses completed since last certification	
		<b>Fees</b> <i>Check One This is a nonrefundable fee to defray handling costs. Make check payable to DPI.</i> <input type="checkbox"/> \$50 Regular or Provisional Certification <input type="checkbox"/> \$10 Temporary Certification	
IV. SIGNATURE			
I HEREBY CERTIFY that the above information is true and correct to the best of my knowledge. I understand that any false statements may result in denial or revocation of the certificate.			
Applicant Signature ➤			Date Signed

**FOR DPI USE**  
Recommendations



Name *Last, First, Middle*

Mailing Address *Street, City, State, Zip*

**I. CONTINUING EDUCATION ACTIVITY DESCRIPTION**

Title of Program

Description of Program

Relationship of Program to Present Position or Career Advancement

From	Activity Dates	Location	Total Contact Hours
	To		

Provider *if applicable*

Category *Check only one and attach written summary if applicable*

- ☐ A. Credit Continuing Education (attach formal documentation from the sponsoring agency)
- ☐ B. Noncredit Continuing Education
- ☐ C. Self-directed Continuing Education

**II. SIGNATURE**

**I HEREBY CERTIFY** that the information provided is true and correct to the best of my knowledge.

Signature of Participant

Date *Mo./Day/Yr.*



Name *Last, First, Middle*Mailing Address *Street, City, State, Zip*

Certification Expiration Date **Month and Year Only**

### I. CONTINUING EDUCATION ACTIVITY LIST

Provider and Title of Program	Inclusive Dates	Category (A, B, or C)	No. of Contact Hours	For Completion by Validator		
				Yes	No	Pending
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Contact Hours			0.00			

## II. SIGNATURE

**I HEREBY CERTIFY** that the information provided has been validated as shown and is true and correct to the best of my knowledge.

Signature of Validator

Date *Mo./Day/Yr.*